

Employment Contract for Manager

Employee Checklist

(1) What is the Commencement Date?

A <<Insert Answer (1)>>

(2) What is the name and address of the Employer?

A <<Insert Answer (2)>>

(3) What is the name and address of the Employee?

A <<Insert Answer (3)>>

(4) What is the job title?

A <<Insert Answer (4)>>

(5) Will previous employment be taken into account for employment for this job?

A <<Insert Answer (5)>>

(6) What is the length of the contract?

- (a) indefinite period
- (b) fixed period (if yes, specify)
- (c) a specific purpose (if yes, specify)
- (d) other (describe)

A <<Insert Answer (6)>>

(7) Will there be a probation period? If yes, specify the length of the probation period?

A <<Insert Answer (7)>>

(8) What will be the Senior Employment Grade?

A <<Insert Answer (8)>>

(9) Will there be commission payments?

- (a) if yes, what percentage?
- (b) if percentage, is this fixed?
- (c) if not fixed, what are the conditions when the rate changes?

A <<Insert Answer (9)>>

(10) Will the salary include a bonus? If yes, specify to be paid?

- (a) weekly
- (b) monthly
- (c) when earned
- (d) other (describe)

A <<Insert Answer (10)>>

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- (11) When is the salary to be paid?
(a) weekly
(b) monthly
(c) other (describe)

A <<Insert Answer (11)>>

- (12) Is there a salary review? If yes, how often? If no, why not? If yes, where?

A <<Insert Answer (12)>>

- (13) Will the remuneration package include the right to purchase shares in the company? If yes, set out details

A <<Insert Answer (13)>>

- (14) Does the Company cover recruitment expenses?

A <<Insert Answer (14)>>

- (15) Enter the working hours

A <<Insert Answer (15)>>

- (16) Are these hours?

- (a) fixed?
(b) open to change by
(c) other(describe)

A <<Insert Answer (16)>>

- (17) Is the job on a part time basis?

A <<Insert Answer (17)>>

- (18) Is there an overtime rate? If yes, what is the overtime rate?

A <<Insert Answer (18)>>

- (19) Will the Employee be required on a temporary basis to work at different venues? If yes, will relocation be required by the Company?

A <<Insert Answer (19)>>

- (20) Will the Employee be required on a permanent basis to work at different venues? If yes, will relocation be required by the Company?

A <<Insert Answer (20)>>

- (21) What is the holiday entitlement?

A <<Insert Answer (21)>>

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(22) Can the Employee carry over any unused annual leave from one year to the next?

A <<Insert Answer (22)>>

(23) Is there a limit to the number of days of annual leave that can be carried over from one year to the next? If yes, what is the limitation?

A <<Insert Answer (23)>>

(24) Is there a set period when annual leave must be taken?

A <<Insert Answer (24)>>

(25) What are the dates of the current annual leave year?

A <<Insert Answer (25)>>

(26) How do holidays accrue?

A <<Insert Answer (26)>>

(27) What sick leave will be paid to an employee on sick leave?

- (a) full pay
- (b) statutory minimum
- (c) other (describe)

A <<Insert Answer (27)>>

(28) After how long will a medical certificate be required for sick leave?

- (a) one week
- (b) one month
- (c) other (describe)

A <<Insert Answer (28)>>

(29) Is there a company pension or other retirement pension scheme?

- (a) voluntary?
- (b) automatic upon employment?
- (c) non-contributory?
- (d) Other (describe)

A <<Insert Answer (29)>>

(30) Is a clause on maternity leave included in the contract of employment?

A <<Insert Answer (30)>>

(31) Is a restrictive covenant required in the contract of employment? If so, does it include a time limit, and/or a geographical limit, (if so, give details)?

A <<Insert Answer (31)>>

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(32) Is a confidentiality clause r effective after the termination of
the Agreement, and if yes, confidentiality clause remain effective
after termination?

A <<Insert Answer (32)>>

(33) What are the details of the

A <<Insert Answer (33)>>

(34) What are the details of the

A <<Insert Answer (34)>>

(35) Is the Employee required t distance of the premises? If yes,
what is the limit?

A <<Insert Answer (35)>>

(36) Is there a particular person company who will oversee the
Employee's activities? If y

A <<Insert Answer (36)>>

(37) Is a driving licence required

A <<Insert Answer (37)>>

(38) Is there a retirement age?

A <<Insert Answer (38)>>

(39) Is the Employee required t

A <<Insert Answer (39)>>

(40) What notice period will the yee to terminate the agreement?

A <<Insert Answer (40)>>

(41) What notice period will the oyer to terminate the agreement?

A <<Insert Answer (41)>>

(42) Will the Company be allow ent automatically upon the
Employee ceasing to be a

A <<Insert Answer (42)>>

(43) Will a provision be required he Employee pending a
disciplinary hearing?

A <<Insert Answer (43)>>

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(44) Can the Company automatically terminate an Employee for conviction of a criminal offence? If yes, will there be any provision for imprisonment for imprisonable offences?

A <<Insert Answer (44)>>

(45) Can the Company terminate an Employee's employment without notice? If yes, under what circumstances?

- (a) poor work performance
- (b) gross misconduct
- (b) bankruptcy of the Employee
- (c) dishonesty
- (d) any of the above
- (e) all of the above
- (f) other (describe)

A <<Insert Answer (45)>>

(46) Will there be provision for payment of wages during the notice period?

A <<Insert Answer (46)>>

(47) Is the Company allowed to vary the Employee's contract? If yes, what notice must be given to the Employee?

A <<Insert Answer (47)>>

(48) What is the governing jurisdiction for the contract?

A <<Insert Answer (48)>>

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